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# **Nomination of External Examiners for Taught Programmes**

# **(NEW APPOINTMENTS ONLY)**

# **ACADEMIC YEAR: 2024-2025**

Please complete all sections of this form in full before confirming in the declaration that the nomination meets the University’s criteria for the appointment of External Examiners to taught programmes.

On completion, the form should be forwarded to the College Director of Education along with a copy of the nominee’s Curriculum Vitae (CV).

It is mandatory to complete all questions in the form before submission to Registry. All nomination forms will be scrutinised by the Pro-Vice-Chancellor (Education), or their Deputy, and Registry before approval is given at institutional level.

## **Section 1 – Nominee Details:**

|  |  |
| --- | --- |
| Name of Nominee: (including title – Prof, Dr, Ms etc.) |  |
| Current Post: |  |
| Higher Education Institute  or place of work (if EE from industry/workplace): |  |
| Name of Department within their HEI (if applicable): |  |
| Name of School within their HEI (if applicable): |  |
| Telephone: |  |
| E-mail address (for correspondence): |  |

## **Section 2 – Appointment Information**

|  |  |
| --- | --- |
| School: |  |
| College: |  |
| School Administrative contact: |  |
| Term of Appointment: | 2024-2025 to 2027-2028 inclusive (4 years) |

|  |  |
| --- | --- |
| Agreed annual fee:  (Schools may want to refer to previous EE’s fee or [Guidance for setting external examiner fee levels for all taught programmes](https://intranet.birmingham.ac.uk/as/registry/policy/documents/staff/external-examiners/Guidance-for-Setting-External-Examiner-Fees.pdf) when agreeing a fee, however the School is free to set its own fees outside of this guidance) | £ |
| Name (and home institution)  of External Examiner whom the nominee will replace: |  |

| **Details of programme(s)/module(s) covered for annual report 1** | | | | |
| --- | --- | --- | --- | --- |
| **Programme(s)/module(s) to be examined** (NB - This section is for the details for **one** annual report – if another annual report will be completed for programmes separately (for example if the nominee will be examining at both UG and PG level), please provide details for the second annual report in the next section.  \*Please delete anything not applicable**:** | | | | |
| **Programme level** | | \*Undergraduate Postgraduate PGR (taught part) | | |
| **Programme details** If only examining specific modules rather than full programme(s), please ensure these are listed) | |  | | |
| **The above includes:** | **Apprenticeship** | | | **\***Yes No |
| **Microcredential (**credit-bearing short course) | | | **\***Yes No |
| **Delivery at UoB Dubai Campus** | | | **\***Yes No |
| **Collaborative Programme** | | | **\***Yes No |
| **Name of collaborative institution** (if applicable): | | |  |
| **Annual report deadline for this report** | | | \*Standard UG: 10 July  \*Standard PG: 09 November  Other:  (if Board of Examiners does not fit within standard timeframes please suggest a report deadline and give reason) | |

| **Details of programme(s)/module(s) covered for annual report 2 (if applicable)**  (\*delete section if not applicable) | | | | |
| --- | --- | --- | --- | --- |
| **Programme(s)/module(s) to be examined** (NB - This section is for the details for **one** annual report – if another annual report will be completed for programmes separately (for example if the nominee will be examining at both UG and PG level), please provide details for the second annual report in the next section.  \*Please delete anything not applicable**:** | | | | |
| **Programme level** | | \*Undergraduate Postgraduate PGR (taught part) | | |
| **Programme details** If only examining specific modules rather than full programme(s), please ensure these are listed) | |  | | |
| **the above includes:** | **Apprenticeship** | | | **\***Yes No |
| **Microcredential (**credit-bearing short course) | | | **\***Yes No |
| **Delivery at UoB Dubai Campus** | | | **\***Yes No |
| **Collaborative Programme** | | | **\***Yes No |
| **Name of collaborative institution** (if applicable): | | |  |
| **Annual report deadline for this report** | | | \*Standard UG: 10 July  \*Standard PG: 09 November  Other:  (if Board of Examiners does not fit within standard timeframes please suggest a report deadline and give reason) | |

**Please add another table (copying from above) if another suite of programmes will be reported on separately to the above**.

Section 3 – Right to Work Information

|  |  |
| --- | --- |
| For External Examiners appointed to UG provision as part or all of their duties. | External Examiners appointed to UG provision as part or all of their duties are required to provide the University with evidence of their right to work. Schools should ensure these checks are completed in accordance with [University guidance.](https://intranet.birmingham.ac.uk/hr/vacancies/eligibility-to-work-in-the-uk/index.aspx) These checks must be carried out immediately upon Schools sending their External Examiner nominations to Registry, as offer letters will only be sent out contingent on the checks having been carried out. |
|  |  |
| For External Examiners appointed to PGT provision | External Examiners appointed only to PGT provision are classed as self-employed by HMRC. and no right to work checks are necessary. |

Section 4 – Declaration and School Approval

All nominations should meet the University’s appointment criteria as set out in the extract from the Code of Practice [(Appendix A)](#_Appendix_A-External_Examiners).  Before submitting this nomination for College approval, the points in [these guidance notes](https://intranet.birmingham.ac.uk/as/registry/policy/documents/staff/external-examiners/nominations-guidancepoints.docx) should also be considered, and this form should be signed off by the Head of School or the Head of Education.

| **I can confirm that the nominee has the breadth of experience** (to demonstrate i-vii in the person specification) **and meets all the requirements listed in the Person Specification**. For academic appointments, this would normally be someone holding a position of Senior Lecturer or higher; for industrial/workplace appointments this would normally be someone working in at least a managerial role with at least 5 years’ relevant industry/workplace experience). | Yes / No |
| --- | --- |
| **For academic External Examiner,** I can confirm that the nominee has a role in teaching and assessment at their home institution (as evidenced by the appended CV). | Yes / No / N/A |
| **For industry/workplace External Examiner**, I can confirm that the nominee has suitable industry/workplace experience of the subject area. | Yes / No / N/A |
| **For Apprenticeships only*:***I can confirm that the nominee has suitable academic and industry/workplace experience of the subject area | Yes / No\* /  N/A |
| *\*If answered “No” for the apprenticeships question above, can it be confirmed that two appointments will be made (i.e. an academic appointment and an industry/workplace-based appointment).* | Yes / No / N/A |
| I can confirm that School records have been checked to ensure that there are no reciprocal arrangements (e.g. UoB Staff members examining on cognate programmes at the External Examiner’s home institution).  *(‘Cognate’ programmes=* *Programmes which have a substantial volume of content and/ or teaching in common with another Programme (i.e. the same subject area or academic discipline), and/or involve colleagues from the same department. Programmes are still considered to be cognate if they are at different levels (i.e. UG and PG).* | Yes / No |
| I can confirm that this nomination raises no other possible conflicts of interest as stated in Appendix A of the Code of Practice ([Appendix available at the end of this form](#_Appendix_A-External_Examiners)). | Yes / No |
| If the nomination does not meet all the requirements but is supported by the School, please give a full explanation below. This information should include detailed reasoning as to the suitability of the appointment:  Please also comment if this nomination would result in more than one External Examiner from the same Dept of the same institution but the School has exhausted all other options prior to approaching said nominee[[1]](#footnote-1). | |
| Please list below any previous association the nominee has had with the University of Birmingham: | |

|  |  |  |
| --- | --- | --- |
| **Name:** | | **Date:** |
| **Position held in the School:** | **Head of School / Head of Education** | |

*The form should now be sent to the College Director of Education for scrutiny and approval at College-level.*

Section 5 – College Approval

| I can confirm that the nomination meets the University criteria for the appointment of External Examiners to taught programmes and the appointment is therefore approved at College level. | Yes / No |
| --- | --- |
| The nomination does not meet the University criteria for the appointment of External Examiners to taught programmes; however, I can confirm that the College supports the nomination based on the explanation given by the School in Section 4. | Yes / No / N/A |
| Please include below any comments you wish to be noted about the nomination. | |

|  |  |
| --- | --- |
| ***To be completed by the College Director of Education:*** | |
| **Name:** | **Date:** |

On completion, the form, with the accompanying CV, should be forwarded to

[externalexaminers@contacts.bham.ac.uk](mailto:externalexaminers@contacts.bham.ac.uk)

Appendix A-External Examiners Appointment Criteria

Extract from the Code of Practice on External Examining (Taught Provision)

|  |  |
| --- | --- |
| **Person specification**  **a. Institutions appoint External Examiners who can show appropriate evidence of the following:** | |
| i) | knowledge and understanding of UK sector agreed reference points for the maintenance of academic standards and assurance and enhancement of quality |
| ii) | competence and experience in the fields covered by the programme of study, or parts thereof |
| iii) | relevant academic and/or professional qualifications to at least the level of the qualification being externally examined, and/or extensive practitioner experience where appropriate |
| iv) | competence and experience relating to designing and operating a variety of assessment tasks appropriate to the subject and operating assessment procedures |
| v) | familiarity with the standard to be expected of students to achieve the award that is to be assessed |
| vi) | awareness of current developments in the design and delivery of relevant curricula |
| vii) | competence and experience relating to the enhancement of the student learning experience |
| viii) | breadth of experience (to demonstrate i-vii) and credibility within the discipline to be able to command the respect of academic peers and, where appropriate, professional peers. For academic appointments, this would normally be someone holding a position of Senior Lecturer or higher; for industrial/workplace appointments this would normally be someone working in at least a managerial role with at least 5 years’ relevant industry/workplace experience). |
| ix) | fluency in English, and where programmes are delivered and assessed in languages other than English, fluency in the relevant language(s) (unless other secure arrangements are in place to ensure that External Examiners are provided with the information to make their judgements) |
| x) | meeting applicable criteria set by professional, statutory or regulatory bodies |

*Note: The appointment of a retired academic may be permissible within a maximum of three years after the date of the retirement. Sufficient evidence should be provided of the nominee’s continuing involvement in the academic subject to be examined.*

|  |  |
| --- | --- |
| **Conflicts of interest**  **b. Institutions do not appoint as External Examiners anyone in the following categories or circumstances:** | |
| i) | a member of a governing body or committee of the appointing institution or one of its collaborative partners, or a current employee of the appointing institution or one of its collaborative partners |
| ii) | anyone with a close professional, contractual or personal relationship with a member of staff or student involved with the programme of study or modules in question (the delivery, management or assessment), and anyone significantly involved in recent or current substantive collaborative research activities. |
| iii) | anyone required to assess colleagues who are recruited as students to the programme of study |
| iv) | anyone who is, or knows they will be, in a position to influence significantly the future of students on the programme of study |
| v) | former staff or students of the institution unless a period of five years has elapsed and all students taught by or with the External Examiner have completed their programme(s) |
| vi) | a reciprocal arrangement involving cognate programmes at another institution (you can refer to [these notes](https://intranet.birmingham.ac.uk/as/registry/policy/documents/staff/external-examiners/nominations-guidancepoints.docx) for further guidance on reciprocity) |
| vii) | Normally the appointment of more than one External Examiner from the same department of the same institution (or industry/workplace)[[2]](#footnote-2). |

Terms of office

c. The duration of an External Examiner's appointment will normally be for four years, with an exceptional extension of one year possible, with agreement of the Pro-Vice-Chancellor (Education) or their Deputy[[3]](#footnote-3).

d. An External Examiner may be reappointed in exceptional circumstances but only after a period of five years or more has elapsed since their last appointment.

e. External Examiners normally hold no more than two External Examiner appointments for taught programmes/modules at any point in time.

*Note: Particular attention will be paid to nominees who have been involved in the development of the programme or its component parts (e.g. as an external consultant), or who have acted as an External Adviser as part of the University Programme Approval process. In such cases the University will consider the benefits of appointing an External Examiner who is familiar with the programme against the risk to their ability to provide a fully independent perspective.*

1. Nominations for/resulting in more than one EE from the same Dept of the same institution will be considered if the School has exhausted all other options prior to approaching said nominee. [↑](#footnote-ref-1)
2. Nominations for/resulting in more than one EE from the same Dept of the same institution will be considered if the School has exhausted all other options prior to approaching said nominee. [↑](#footnote-ref-2)
3. A one-year exceptional extension may be considered to ensure continuity, to spread out the number of external examiners to be replaced at the same time, programme phasing out/final cohort completing [↑](#footnote-ref-3)